

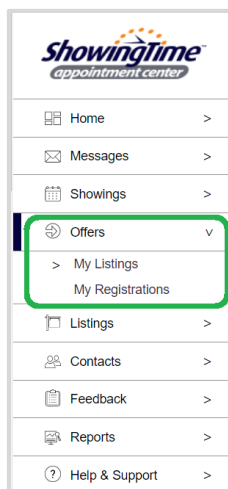


Offer Registration for Canada

Features Overview

- ✓ *Easily Submit & Manage Registrations*
- ✓ *Mobile & Desktop*
- ✓ *Form 801*
- ✓ *Auto-Count of Registrations*
- ✓ *Supports Offer Presentation*
- ✓ *Quickly Email all Buyer's Agents*
- ✓ *Convenient Email Templates*
- ✓ *Tracks all Registration Activity*

The Basics



- ✓ Offer Registration is a feature that is built within the normal ShowingTime platform on both mobile and desktop. Make sure you have the ShowingTime app on your phone and that your profile email is correct!
- ✓ Buyer's Agents can register online or you can quickly register them from your phone. You will get an automated email when a new offer is registered.
- ✓ My Listings shows you a summary view of registrations on each listing and My Registrations shows you all your registrations for all your listings. The most recent is always at the top so you don't miss anything.

Your Mobile Advantage



Listing Agents

You can easily manage all offer registrations on your listings right from your phone. You can view the Form 801 and quickly update the Offer Count and Offer Presentation Information for each listing.

Then you can email all buyer's agents in seconds with pre-populated buyer's agent groups and templates right from your phone.



Offer Registration for Canada

Who Can Register An Offer?



Buyer's Agents

Can easily register their offer online, saving you lots of time. There are several ways they can access the registration form shown below.



Listing Agents

If a Buyer's Agent calls or emails you, you can quickly register their offer on mobile or desktop



Administrators

Depending on the office, a broker's staff can easily search listings and register offers for any listing.

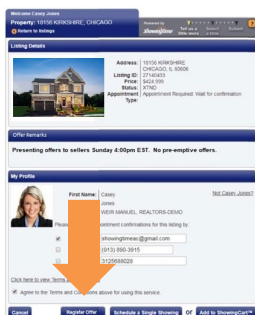


AC Call Center

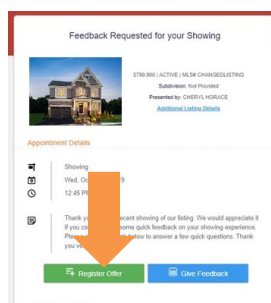
If you have our AC call center, our specialists can take the phone call and register buyer's agents for you.

How can Buyer's Agents Register on my Listing?

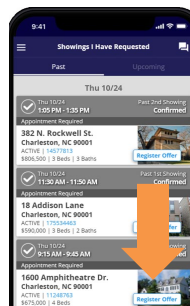
On their Schedule Showing Pop-Up



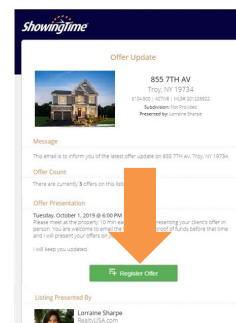
In Showing Confirmation & Feedback Emails



On their Past Showings



From emails you send from our system



Any of the buttons above will open the Offer Registration Form for that listing

Step 1) Their name will pre-populate

Step 2) Add Form 801 (if needed)

Step 3) Add Comments

Step 4) SUBMIT

Their registration will automatically come in as **Pending**, waiting for you to validate and make **Active**



Offer Registration for Canada

How do I Register an Offer on my own Listings?

My Listings on your Desktop

ShowingTime
appointment center

Home >
Messages >
Showings >
Offers v
 > My Listings
 My Registrations
Listings >
Contacts >
Feedback >
Reports >
Help & Support >
Mary Flanagan
Logoff

My Listings

Search by Address, City, Postal Code or Listing ID

Listing	Last Registered	#Registrations	Offer Presentation	Action
898 Lemcke Rd London, ONT Y7T 8R7 ID: 321654987	Today Thu 10/31	1 Pending 3 Active	Sat 10/26 @ 10:30 PM Agents will meet at the pr...	
707 E Delmote Kitchener, ONT N2A 0A6 ID: 512654215	2 Days Ago Tue 10/28	1 Pending 2 Active	Sat 10/26 @ 5:42 PM At property. Bring comple...	
7 HIALEAH DR Troy, NY 19734 ID: 201225115	A Week Ago Thu 10/24	0 Pending 2 Active	Not Scheduled Offers will be presented L...	
998 South Pickerington London, ONT R7T 1E8 ID: 5648074	8 Days Ago Wed 10/23	1 Pending 2 Active	Sun 10/27 @ 9:30 PM Offers must be emailed to...	
8 COMBS RD Greenfield, NY 19734 ID: 201012076	14 Days Ago Thu 10/17	0 Pending 1 Active	Fri 10/25 @ 12:45 AM Email offers at least 10 mi...	

View Listing

9:41

My Listing

62 McBrine Pl
Kitchener, ON N2R 1H3
Presented by Phil Dunphy
RE/MAX Homeward Bound

Offer Remarks
Highest & Best due by Friday 5pm

Offer Presentation
In 5 Days, Wed 7/20 @ 3:15 PM
Meet at broker's office at 20 main avenue.

[All Registrations](#) [Activity Log](#)

1 Pending | 3 Active

Joyce Gleason
Coldwell Banker Smith
Today, Mon 7/15 [View Form 801](#) [Contact](#) **Active**

Laurel Runte
City Limits Realty
3 Days Ago, Fri 7/12 [View Form 801](#) [Contact](#) **Inactive**

Marilyn Kovacek
City Limits Realty
4 Days Ago, Thu 7/11 [View Form 801](#) [Contact](#) **Active**

Joyce Gleason
Coldwell Banker Smith
A Week Ago, Mon 7/8 [View Form 801](#) [Contact](#) **New Note**

Lamont Bogan
Coldwell Banker Smith
A Week Ago, Mon 7/8 [View Form 801](#) [Contact](#) **New Registration**

Gregg Nader PhD
Coldwell Banker Smith
Sat 7/6 [View Form 801](#) [Contact](#) **Email Agents**

9:41

Offer Registration Form

62 McBrine Pl
Kitchener, ON N2R 1H3
Presented by Phil Dunphy
RE/MAX Homeward Bound

Offer Remarks
Highest and best due by 4pm Fri, July 23. Please submit offers with proof of funds.

Registration Details

Buyer's Agent [Search Agent](#)

First, Last Name or Agent ID

Registration Status [Pending](#)

Registration Date [July 24, 2019](#)

[Attach Form 801](#)

Comments

By submitting this registration, I acknowledge that the above registrant has a written offer and meets the requirement of REBBA 2002.

[SUBMIT](#)

Clicking any 'New Registration' button will open the Offer Registration Form for that listing

Step 1) Search Buyer's Agent Name

Step 2) Choose the Registration Status
-> Choose **Pending** if you still need to validate
-> Choose **Active** if you don't need to or have already validated their offer

Step 3) SUBMIT

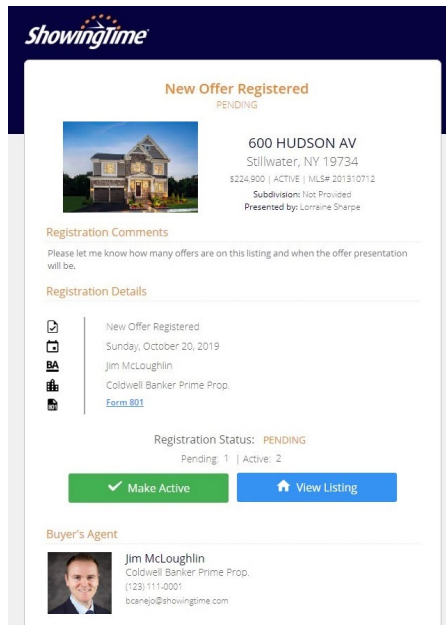




Offer Registration for Canada

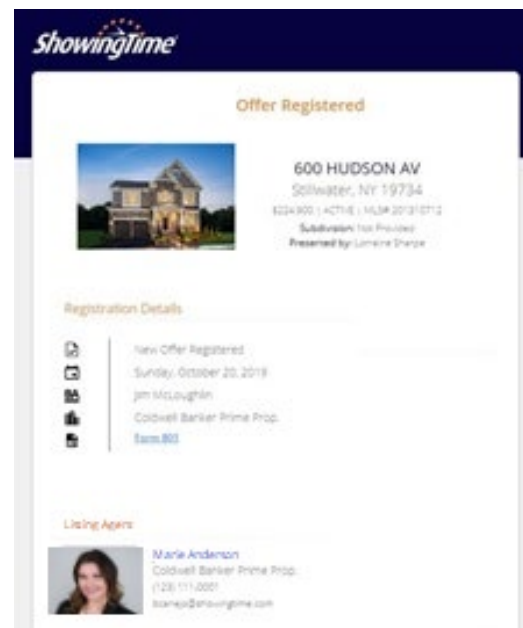
What happens after the registration form is submitted?

You get an email immediately



You can click to make it **Active**, or you can **View Listing** to see all registrations for that listing and send the update email

The Buyer's Agent gets a confirmation email

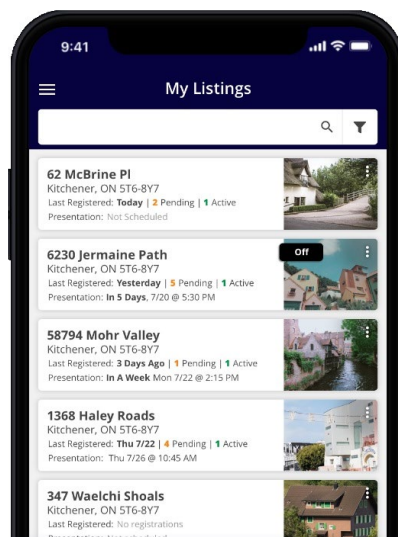


Buyer's Agents do not get any offer information in this email. You'll need to send the updated offer information to them.

The registration will appear in your account.

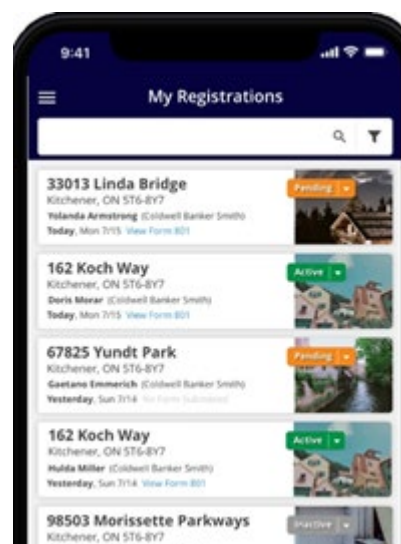
My Listings

That Listing will be at the top



My Registrations

That registration will be at the top

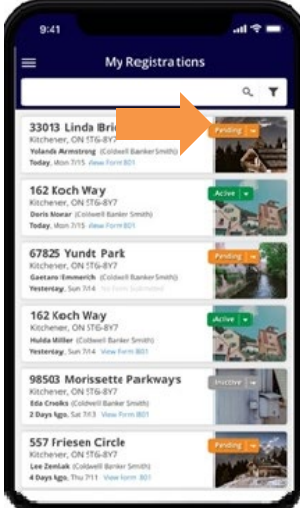




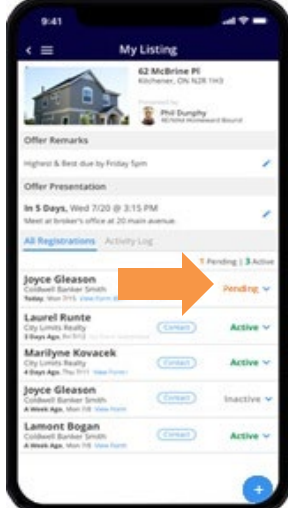
What do I need to do as the listing agent?

#1 Update Offer Count by Changing the Status

My Registrations



View Listing



This is how you modify the Offer Count

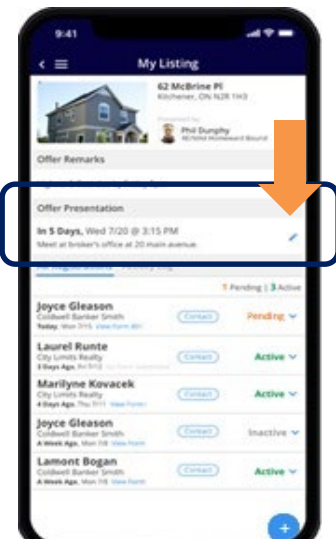
Active = Included in 'Offer Count'
Pending = Does not count
Inactive = Does not count

1 Pending | 3 Active

Offer Count

#2 Update the Offer Presentation Information

View Listing



This is how you modify the Offer Presentation information

Step 1) **Date/Time:** If there is a delayed presentation, set the date and time.

Step 2) **Comments:** Add important details on how and where offers will be presented and if you're accepting pre-emptive/bully offers.

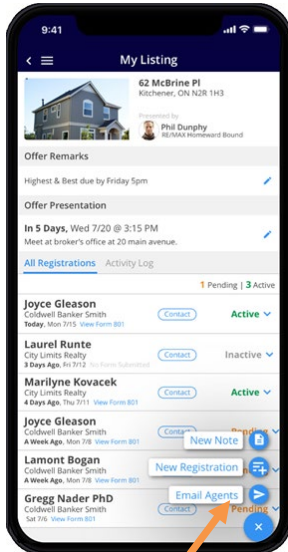
You are now ready to email the Offer Count & Offer Presentation Information to Buyer's Agents!





#3 Email the Buyer's Agents

View Listing



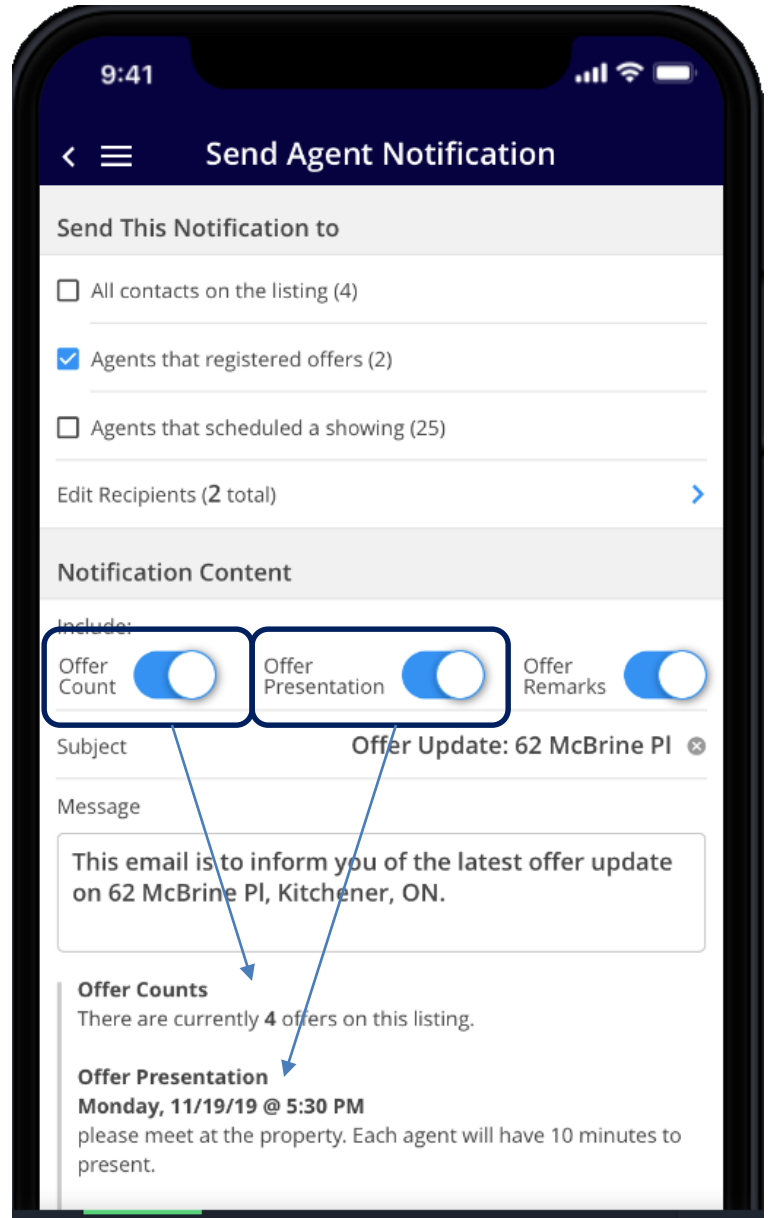
Step 1) Select Email Agents

Step 2) Choose Recipient Group(s)

- 'Agents that registered offers'
- 'Agents that scheduled a showing'

Step 3) Include Offer Information
Offer Count & Offer Presentation information will display below when selected.

Step 4) Edit the Message and *Send!*



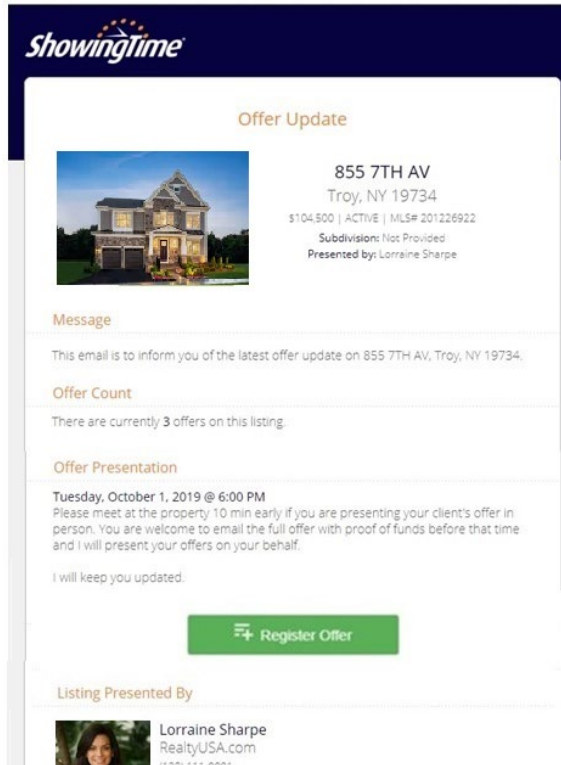
Congratulations!
That's all you have to do!





Offer Registration for Canada

What will the Buyer's Agents receive?



This is what your email will look like to the buyer's agents

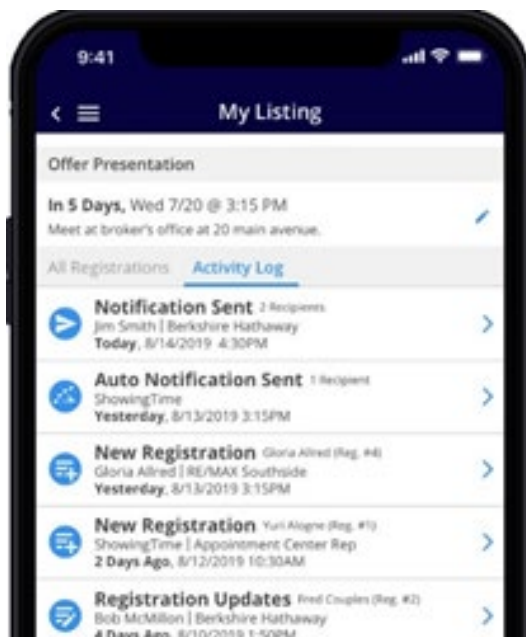
Your Message

The updated Offer Information you Selected

Your Contact Information

Buyer's Agents that have not registered yet will get a button for them to easily register.

What if I get audited?



Our Platform Automatically Logs All Activity

- Logs All Communications, Including Content & Recipients
- Includes Source, Date, Time, Edits, Status Changes, Notes Added

You can export a PDF of all activity for RECO audits

